



# Career Ladder Level Request for Formal Review

*(Rev. May 2015)*

Use this form to request a formal review of your Career Ladder level. This form must be submitted to the Registry Program Director within 45 days of your certificate issuance date and only after attempt(s) have been made to resolve the matter with a Registry Specialist.

**Step 1: Member Information. *This section to be completed by member.***

Name:	Registry ID:	Date certificate was issued:
Original Career Ladder Level Placement: _____	Expected Career Ladder Level Placement: _____	
Brief description of basis for formal review:		

**Step 2: Formal Review. *This section to be completed by Registry Program Director.***

Highest ECE Degree Documented:		
ECE credits:	Hours of CKA Training:	Hours of Direct Service:

***ECE courses accepted by the Registry:***

Call Letters	Course Title	# of Credits	Call Letters	Course Title	# of Credits

***If applicable, ECE courses/degree being disputed by member (not accepted by the Registry as ECE):***

Call Letters	Course Title	# of Credits	Call Letters	Course Title	# of Credits

**Contact Log**

Date	Reason for Contact	Action Taken

Additional Materials Sent In		
Date	Type of Materials	Action Taken

**Check the statement(s) that best describes the nature of the request:**

	Original Decision Regarding:	Basis of decision made by the Registry:
<input type="checkbox"/>	ECE formal coursework	Registry did not find a sufficient number of ECE college credits to place at the level requested.
<input type="checkbox"/>	CKA training	Registry did not find a sufficient number of CKA training hours (applies to 1.3, 2.1) to place at the level requested.
<input type="checkbox"/>	Hours of direct service	Registry did not find a sufficient number of hours of direct experience as a caregiver/teacher of young children to place at the level requested.
<input type="checkbox"/>	Other degrees or licenses	Registry did not find sufficient ECE degrees, endorsements or licenses to place at the level requested.
<input type="checkbox"/>	Other:	Explain:

**The Registry's Rationale for Level Granted to Applicant:**

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**Describe the Steps Taken to Resolve the Issue:**

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**Program Director's Decision:**    Original Career Level Remains    Level Changed/Level Granted: \_\_\_\_\_

*If the member is satisfied with the resolution, the matter is considered closed. However, if the member remains dissatisfied with level placement, he/she may follow through with the appeal process by filing an appeal in writing according to the established guidelines outlined in The Nevada Registry's appeal process.*

**Action:**    Closed    Appeal to be filed

**Step 3: Appeal Hearing. This section to be completed by the Appeal Panel Chair.**

Date of Appeal:	Location:	
Appeal Panel Chair:	<input type="checkbox"/> Accept Appeal	<input type="checkbox"/> Deny Appeal
Appeal Panel Member:	<input type="checkbox"/> Accept Appeal	<input type="checkbox"/> Deny Appeal
Appeal Panel Member:	<input type="checkbox"/> Accept Appeal	<input type="checkbox"/> Deny Appeal
Appellant Present: <input type="checkbox"/> In-person <input type="checkbox"/> Via phone <input type="checkbox"/> Not present		
Final Decision of Panel: <input type="checkbox"/> Original Career Level Remains <input type="checkbox"/> Level Changed/Level Granted: _____		
Basis for Final Decision:		